
Lease Training

“Gain A Greater Knowledge And Understanding Of The Regulations, Procedures And Other Requirements That Govern State Leasing.”

Courses Offered By
The Division Of General Services
Leasing & Facilities Section

Courses Have Been Pre-Approved For Continuing Education Credit By The National Association Of Purchasing Management (NAPM) And Qualify For Credit By The National Institute Of Government Purchasing, Inc. (NIGP)

Training Schedule

Date	Course Title	Location	Time
October 3, 2001	Leasing Basics “How To Get A New Lease”	Anchorage	9 a.m. – 4 p.m.
May 23, 2001	Leasing Basics “How To Get A New Lease	Juneau	1:30 – 4:00 P.m.
June 6, 2001	Leasing Basics “How To Get A New Lease	Fairbanks	1:30 – 4:00 P.m.
September 24, 2001	Leasing Basics “How To Get A New Lease	Kenai	1:30 – 4:00 P.m.
September 26, 2001	Leasing Basics "How to Get a New Lease	Seward	1 - 4:30pm

All Course Are Limited To 30 Participants

All Courses Are Offered Free Of Charge To State Employees

INSTRUCTORS:

Ben Milam, C.P.M., Contracting Officer DGS Leasing Section
Loretta Delk, C.P.M., Contracting Officer DGS Leasing Section
Jan Madson, Contracting Officer DGS Leasing Section
Teresa Firmin, Contracting Officer Leasing Section

ENROLLMENT:

By any of the following methods:

- Fax registration form to 907-269-0308 (Preferred method)
- Email all information contained of the registration form to:
Sharon_Dant-Hubb@Admin.State.Ak.Us

CONFIRMATION:

We Will Confirm Registration With Each Participant By Email Or Phone. Confirmation Will Include Classroom Location And Any Last Minute Changes.

Please Make Sure Your Phone Numbers And Email Addresses Are Correct On Your Registration Form.